

**Minutes
November 26, 2003**

Regular Session: Yes

Call to Order: Meeting was called to order at 5:48 p.m.

Commissioners Present: Julie Shananaquet-Chairperson, Tim LaCroix-Secretary/Treasurer

Commissioners Absent: 1 Vacancy

Guests: Vince Cook, Andrea Tompkins, Rita Shananaquet

Agenda Item 3:(Agenda) Additions: (9e)Software

Motion made by Tim LaCroix and supported by Julie Shananaquet

To approve Agenda as amended.

Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained

Motion Carried

Agenda Item 4: (Minutes)

Motion made by Tim LaCroix and supported by Julie Shananaquet

To approve Minutes of November 20, 2003 as presented.

Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained

Motion Carried

Agenda Item 5: (Phone Polls) No phone polls made. No action needed

Agenda Item 6a: (Chairperson's Report) Highlights: (1)Tax Forms W-9, (2)Post mtgs to Tribal Website, (3)CBC Stipend increase

Motion made by Tim LaCroix and supported by Julie Shananaquet

To accept the Chairperson's verbal report.

Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained

Motion Carried

Agenda Item 6b: (Vice-Chairperson's Report) Highlights: No report

Agenda Item 6c: (Secretary/Treasurer's Report) Highlights: (1)Draft letter to GA. Discussion: Recommend hiring a Consultant to review policies and procedures. Set up training workshop for Admin, GM, Regulatory and Casino Mgrs., on writing Policy & Procedures. Concerned with number of changes and lack of longevity of policies.

Motion made by Julie Shananaquet and supported by Tim LaCroix

To accept the Secretary/Treasurer's Verbal and written report .

Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained

Motion Carried

Agenda Item 7a: (Regulatory Director's Report) Highlights: (1)Revised Succession Plan, (2)Unsigned Employee Agreement-will repost if remains unsigned (3)Draft Copy of Handbook distributed to employees for Work Session to be held on Dec 3 @ 10:00 am, (4)Year End Report due 12/31/03-based on performance measures from the strategic plan. (5)Notification to GM regarding Primary/Key employees, need info for Key Employee Report and new licensing system.

Motion made by Tim LaCroix and supported by Julie Shananaquet

To accept the verbal and written report of the Regulatory Director.

Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained

Motion Carried

Agenda Item 7b: (Licensing Department Report) Highlights: (1)Proposed changes-classification of Primary, Key, Non-key of employees, needed to complete policies of Licensing, (2)Reviewing job descriptions to insure license matches licensing classification criteria, (3)Vendor Fee approval - refers to gaming vendors. (4)Referral to Legal regarding wording which refers to Gaming Vendors, and research concession.

Motion made by Julie Shananaquet and supported by Tim LaCroix

To accept the written and verbal report of Andrea Tompkins, Licensing Department.

Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained

Motion Carried

Agenda Item 7c: (Surveillance Department Report) Highlights: No report, no action needed.

Agenda Item 7d: (Internal Auditor's Report) Highlights: No report, no action needed.

OLD BUSINESS

Agenda Item 8a: Posting Lead Operator. Job description forward to HR-has not been posted yet. No action needed. (Research 50 cent increase, revisit wage grid/study)

NEW BUSINESS/PRIORITY BUSINESS

Agenda Item 9a: License Approvals. No action needed

Agenda Item 9b: Employee Handbook Work Sessions scheduled for 11/28/03 and 12/3/03.

Motion made by Julie Shananaquet and supported by Tim LaCroix

To approve stipend and mileage for work sessions scheduled for 11/28/03 and 12/03/03.

Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained

Motion Carried

Agenda Item 9c: Employee Hearing Procedure. FYI of forms used for upcoming hearing. No action needed.

Agenda Item 9d: Letter to Gaming Administration. Addressed in Secretary/Treasurers Report. No action needed.

Agenda Item 9e: New Auditing Software.FYI- Consideration of new software for auditing purposes, compatable with current network system, budget will cover software. No action needed.

Agenda Item 10:

The next Regular Meeting is scheduled to occur on December 4, 2003.

Agenda Item 11: (Adjournment)

Motion made by Tim LaCroix and supported by Julie Shananaquet

To adjourn meeting at 7:16 p.m.

Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained

Motion Carried

These Minutes have been read and approved as written:

Approved:

Tim LaCroix, Acting Commission Secretary/Treasurer

Date